2003–2004 North Carolina Public Library Survey

Identification (# 1–19)

1 Name of library system _____

2 County(ies) _____

3 Mailing address _____

4 City (of mailing address) _____

5 Zip code (5-digit standard) _____

6 Zip code extension (4-digits) _____

7 Street address _____

8 City (of street address) _____

9 Zip code (5-digit standard) _____

10 Zip code extension (4-digits) _____

11 Name of library director _____

12 Library director's phone number (including area code; omit spaces and punctuation) _____

13 Library administration's fax number (including area code; omit spaces and punctuation) _____

14 Library director's e-mail address _____

Person Completing Form

15 Name _____

16 Title _____

17 Phone number (including area code; omit spaces and punctuation) _____

18 Fax number (including area code; omit spaces and punctuation) _____

19 E-mail address _____

Library Profile (# 20–24)

Service Outlets

20 Number of central libraries

21 Number of branch libraries

22 Number of bookmobiles

23 Number of other mobile units

Service Hours

24 Total hours open to public per year (all locations)

Library Staff (# 25–36)

Personnel as of June 30, 2004

25 FTE librarians with MLS accredited by ALA

26 FTE librarians with MLS not accredited by ALA

27 TOTAL FTE MLS librarians (add lines 25 + 26)

28 All other paid FTE staff (Including plant operations, security, and maintenance staff)

29 TOTAL FTE staff (add lines 27 + 28)

Professional Salaries

30 Director's salary as of July 1, 2004

31 Salary Range of Library Director Position

32 Year of Appointment of Library Director

33 Minimum MLS librarian salary as of July 1, 2004

34 Minimum paraprofessional hourly rate - with high school diploma

35 Minimum paraprofessional hourly rate - with 2 years of college

36 Minimum paraprofessional hourly rate - with 4 year degree

Operating Income (# 37–47)

Local Government Funds

37 Municipal funds

38 County funds

39 TOTAL Local Income (add lines 37 + 38)

State Funds

40 Aid to Public Libraries grant   Reported by State Library

41 Other state funding

42 TOTAL State Funds (add lines 40 + 41)

Federal Funds

43 LSTA grants

44 Other Federal funds

45 TOTAL Federal Funds (add lines 43 + 44)

Other Funds

46 Other funds (e. g. fines and fees, foundation grants, etc.)

47 TOTAL Operating Income (add lines 39 + 42 + 45+ 46)

Operating Expenditures (# 48–59)

Personnel

48 Salaries and wages _____

49 Employee benefits _____

50 TOTAL Personnel Expenditures (add lines 48 + 49) _____

Collection

NEW 51 Print Materials Expenditures _____

NEW 52 Electronic Materials Expenditures _____

NEW 53 Other Materials Expenditures _____

54 Total Collection Expenditures (add lines 51 + 52 +53) _____

Other

55 Other operating expenditures _____

56 TOTAL Operating Expenditures (add lines 50 + 54 + 55) _____

Capital

NEW 57 Total capital income _____

58 Total capital expenditures _____

Unencumbered Operational Balance

59 Total unencumbered operational balance _____

Collection (# 60–77)

Print

60 Cataloged adult fiction books _____

61 Cataloged adult non-fiction books _____

62 TOTAL Cataloged Adult Books (add lines 60 + 61) _____

63 Cataloged juvenile fiction books _____

64 Cataloged juvenile non-fiction books _____

65 TOTAL Cataloged Juvenile Books (add lines 63 + 64) _____

66 TOTAL Book Volumes (add lines 62 + 65) _____

67 Serial Volumes _____

68 GRAND TOTAL Book & Serial Volumes (add lines 66 + 67) _____

69 Other Print Materials _____

Electronic Materials

NEW 70 Electronic Books (E-Books) _____

NEW 71 Databases _____

Non-Print Materials

72 Audio _____

73 Video _____

74 Other Non-Print Materials _____

Current Serials Subscriptions

MODIFIED 75 Current Print Serial Subscriptions _____

NEW 76 Current Electronic Serial Subscriptions _____

Discards

77 Discarded Materials _____

Service Measures: Circulation (# 78–97)

Circulation by Format

78 Adult Fiction Books _____

79 Adult Nonfiction Books _____

80 TOTAL Adult Books (Add Lines 78 + 79) _____

81 Juvenile Fiction Books _____

82 Juvenile Nonfiction Books _____

83 TOTAL Juvenile Books (Add Lines 81 + 82) _____

84 TOTAL Book Circulation (add lines 80 +83)   _____

85 Periodicals   _____

86 Other Print Materials   _____

87 TOTAL Print Circulation (add lines (84 + 85 + 86)   _____

88 Audio   _____

89 Video   _____

90 Other Non-Print Materials   _____

91 TOTAL Non-Print Circulation (add lines 88 + 89 + 90)   _____

92 TOTAL Circulation (add lines 87 + 91)   _____

Circulation by Location

93 Grand Total Circulation: Central Library   _____

94 Grand Total Circulation: Branches   _____

95 Grand Total Circulation: Bookmobiles   _____

96 Grand Total Circulation: Other   _____

97 TOTAL Grand Total Circulation (add lines 93 + 94 + 95 + 96) *Note: #97 must be equal to #92.*   _____

Other Service Measures (# 98–117)

Registered Users

98 Number of adults   _____

99 Number of juveniles   _____

100 TOTAL Registered Users (add lines 98 + 99)   _____

Attendance in Library

101 Number of persons entering library during the year   _____

Programs

102 Number of adult programs - in library   _____

103 Number of adult programs - outside library _____

104 Number of juvenile programs - in library _____

105 Number of juvenile programs - outside library _____

106 TOTAL Programs (add lines 102 + 103 + 104 + 105) _____

107 Adult program attendance - in library _____

108 Adult program attendance - outside library _____

109 Juvenile program attendance - in library _____

110 Juvenile program attendance - outside library _____

111 TOTAL Juvenile program attendance (add lines 109 + 110) _____

112 TOTAL Program Attendance (add lines 107 + 108 + 111) _____

113 Meeting Room Use (Non-library) _____

114 Meeting Room Attendance (Non-library) _____

Reference Transactions

115 Number of reference questions _____

Interlibrary loans

116 Number of items loaned _____

117 Number of items borrowed _____

Electronic Technology (# 118–123)

Services

118 Library's Home Page Address _____

Number of Internet Terminals

119 Number used by staff only _____

120 Number used by general public _____

Users

MODIFIED 121 Number of users of electronic resources in a year _____

122 Remote OPAC Sessions _____

123 Virtual Visits _____

Branch Information (# 124–145)

124 Name of branch _____

125 Mailing address _____

126 City _____

127 Zip Code (5-digit) _____

128 Zip Code extension (4-digit) _____

129 Street address _____

130 City (of street address) _____

131 Zip code (5-digit standard) _____

132 Zip code extension (4-digits) _____

133 County _____

134 Phone number (including area code; enter numbers only) _____

135 Fax number (including area code; enter numbers only) _____

136 Name of librarian or branch head _____

137 Email address _____

138 Building square feet _____

139 FTE staff _____

140 Hours open _____

141 FSCS ID Pre-filled by State Library

142 LIB ID Pre-filled by State Library

143 Outlet type code _____

144 Number of bookmobiles (when outlet type code = BS) _____

145 Metropolitan status code _____

FSCS Codes (# 146–154)
These items are used to identify characteristics of the library for comparative analysis. These values will not usually require changes from year to year. If you do change an item, please include a note on the STATE tab for that item, explaining the reason for the change.

146 FSCS ID   _____

147 LIB ID   _____

148 Interlibrary Relationship Code   _____

149 Legal Basis Code   _____

150 Administrative Structure Code   _____

151 FSCS Public Library Definition   _____

152 Geographic Code   _____

153 Legal Service Area Boundary Change   _____

154 Population of the Legal Service Area   _Reported by State Library_____